



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 3-2.22

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EFFECTIVE 7/94

APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

OCCUPATIONAL INJURIES AND ILLNESSES
LOG - OSHA 200

Rudy Lopez
Rudy Lopez, Director

I. PURPOSE

To comply with California Code of Regulations, Title 8, General Industry Safety Orders, Section 14301 and 14304.

II. POLICY

All clinics and facilities will maintain a log of all occupational injuries and illnesses. This log will be available for inspection by Cal/OSHA upon request.

III. PROCEDURE

1. An employee and substitute will be designated at each clinic or facility to maintain the required logs, reports and supplementary material.
2. The "OSHA 200 Log and Summary of Occupational Injuries and Illnesses" will be sent to each clinic or facility each month, where an incident has occurred.
 - a. The clinic or facility address must be printed or typed in the upper left hand corner of each page directly beneath the clinic or facility name.
 - b. These monthly year-to-date logs are to be kept in a file entitled "OSHA 200."
 - c. The cumulative logs must be replaced each month with the most recently received log. The outdated monthly cumulative logs are to be destroyed.
 - d. These logs must be audited each month against retained copies of the "Employers Report of Occupational Injury or Illness". This must be done to insure that all occupational injuries, illnesses and associated data are included on the log.

- e. The log errors and omissions are to be corrected. A corrected "Employers Report of Occupational Injury or Illness" must be submitted to the Department's payroll section, and DMH Safety Coordinator.
 - 1. The payroll section will review the corrected report and send it to the County's Risk Management Division.
- f. There will be a year-to-date cumulative log sent to each clinic or facility in January. This log will reflect all occupational injuries and illnesses for the previous calendar year.
 - 1. These yearly logs are to be maintained for a five year period. These logs are to be filed in a folder titled "OSHA 200 - (YEAR)". The logs are to be maintained at each clinic or facility by the employees designated to maintain the monthly logs.
 - 2. A five year accumulation of these yearly logs is to be maintained. The oldest file year is to be destroyed when the most recent year is added and the five year retention level is attained.
- 3. The "Employers Report of Occupational Injury or Illness" must be maintained at each clinic or facility.
 - a. A copy of this report is to be made and kept at the clinic or facility where the incident occurred.
 - b. These reports are to be accumulated in monthly file folders appropriately titled with the month and year.
 - c. These files are to be combined into a yearly file and appropriately labeled at the end of each calendar year.
 - d. These "Employers Reports of Occupational Injury or Illness" are to be maintained for a five year period.
 - 1. The oldest file year is to be destroyed when the most recent year is added and the five year retention level is attained.